

**Job Title: Code Enforcement Officer****Department:** Public Works - Planning & Zoning**Immediate****Supervisor:** Planning & Zoning Administrator**FLSA Status:** Non-Exempt**BRIEF DESCRIPTION OF THE JOB:**

Performs skilled technical work in enforcing building ordinances, zoning, land use, signage and public nuisance codes in the Town.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Responds to complaints from the public, orally and in writing. Investigates possible violations of Town property maintenance, nuisance and zoning codes; identifies violations and properties not in compliance and follows up with warning notices and citations to insure compliance with Town codes. Works with citizens, property and business owners to correct violations
2	L	Performs preventative enforcement and conducts field inspections; inspects assigned areas of the Town to locate and observe violations of Town codes including zoning, nuisance, environment, pools, neighborhood enhancement and health and safety ordinance violations.
3	L	Is proactive in all matters and areas of code enforcement. Meets with residents to discuss violations, using diplomacy and tact.
4	L	Researches case histories, approval documents, approved blueprints, property ownership records, business licenses, aerial photos, microfiche records, utility records, and other related documents as necessary.
5	L	Provides information to the public, other Town departments, architects, engineers, contractors and interested parties regarding zoning and other regulations, variances, and related departmental programs and policies.
6	L	Prepares cases for court actions, assists the Prosecutor's Office in determining appropriate disposition of outstanding cases and testifies in court. Prepares reports, documents, inspections, issues notices or letters, photographs property conditions and maintains required records. Uses a computer database for reporting and record keeping.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

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Formal Education / Knowledge	Work requires knowledge of a specific vocational and technical nature which may be obtained with one year of advanced study or training past the high school equivalency. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Any combination of education and experience equivalent to two years of recent public contact experience, preferably including the application and interpretation of rules and regulations; or two years of supervisory in general construction work; or any equivalent combination of experience and education which provides the knowledge, skills and abilities to perform this work.
Certifications and Other Requirements	Possession of a valid driver's license issued by the State of Arizona. AACE certification is required within the first year of employment.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read codes and ordinances.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write reports, written recommendations and documentation for non-compliance cases.
Managerial	Ability to be effective and efficient in time management of code enforcement functions.
Budget Responsibility	None
Supervisory / Organizational Control	None
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent evaluative judgment.
Interpersonal / Human Relations Skills	Demonstrated ability to resolve issues and conflicts by developing working partnerships with citizens and neighborhood associations. Deliver quality services that meet citizen and business owners needs in a respectful manner through positive, effective, and honest communications. Possess the ability to effectively communicate with others through clearly organized thoughts in the explanation and application of regulations and procedures.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Light	<input type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	During inspections and dealing with the public.
Sitting	F	Deskwork
Walking	F	During inspections
Lifting	O	Tools and equipment
Carrying	O	Files and equipment
Pushing/Pulling	O	Equipment
Reaching	F	Files and telephone work
Handling	C	Paperwork and equipment
Fine Dexterity	O	Computer input
Kneeling	O	During inspections
Crouching	O	During inspections
Crawling	R	During inspections
Bending	F	During inspections
Twisting	O	During inspections
Climbing	O	During inspections
Balancing	O	During inspections
Vision	C	Reading, computer monitor, driving and conducting inspections
Hearing	C	Communications
Talking	F	Communicating with personnel and general public and telephone
Foot Controls	F	Frequent driving and during inspections

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

35 mm digital and Polaroid camera, computer and related software, town vehicle

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	S
Chemical Hazards	N	Noise and Vibration	M
Electrical Hazards	N	Wetness/Humidity	S
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	M
Communicable Diseases	N		
Physical Danger or Abuse	M		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	X
Outdoors	X
Recreation Center	
Other (see 2 Below)	

- (1)
(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	

- (3)